

PALESTINE GRADE SCHOOL

HOME OF THE PIONEERS

Robbie L. Kline, Principal

STUDENT HANDBOOK 2016-2017

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THE MISSION OF PALESTINE GRADE SCHOOL

Palestine Grade School strives to prepare each student to be a successful citizen and worker in the 21st century by educating every child to read with comprehension, write clearly, compute accurately, and to think, reason, and use information to solve problems. This will be accomplished while demonstrating and teaching integrity, self-reliance, and strength of character.

THE VISION OF PALESTINE GRADE SCHOOL

The vision of Palestine Grade School is to create a caring community where students are educated and prepared for a successful future.

CHARACTER EDUCATION PLEDGE

“We the students of Palestine Grade School, pledge our loyalty to the six pillars of character. We pledge to be fair, trustworthy, responsible, and caring. We pledge to be productive citizens within our community and school. We further pledge to be respectful to all school staff and students. We will try our best to make tomorrow’s dreams become realities. We will make tomorrow better than today. We will try our best to reach our highest potential.

A MESSAGE TO PARENTS

It is extremely important for all parents and students to be aware of the rules, regulations, and provisions of the Palestine Grade School Handbook. Understanding and awareness of these guidelines will help the student to better achieve success at school. We at Palestine Grade School are trying to take a proactive approach to educating our students and being involved in their well-being. To that end, we would appreciate any constructive involvement and support that you can provide to us. We want to provide the best educational atmosphere and learning environment that we can, while at the same time giving the students a sound education.

Please be advised that this handbook is not all inclusive in that it cannot possibly address all the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The board of education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.

Please read this handbook with your child, complete the enclosed verification sheet and have your child return it to his/her classroom teacher. If you have any questions regarding this handbook, please contact the Grade School office at 586-2711. Thank you for your support and cooperation.

THE PRINCIPAL

The Principal of Palestine Grade School is appointed by the Superintendent and the Board of Education to be responsible for organizing and administering all phases of the school program. This responsibility includes such things as school discipline, student attendance, health problems, textbooks, lockers, curriculum improvement, class scheduling, building maintenance, and extracurricular activities. The Principal's position is chiefly administrative, yet he/she is willing to talk to students at any time.

ABSENCE AND ATTENDANCE

Regular and punctual attendance of each student at Palestine Grade School is of utmost importance in order that they may develop their abilities to the fullest. However, there are times when, in the judgment of the parents, the child should remain at home. This could include illness, family funerals, etc. In cases of vacations or out of town trips, parents should notify the office and teacher at least one week in advance and also make arrangements with teachers regarding work which will be missed. Those assignments are due the first day back from the extended absence. Students who leave school because of medical or dental appointments must present a written excuse from his/her parent or guardian asking permission to be excused. Students being picked up for appointments or returning must check in at the office. Persons picking up students also need to check in at the office to allow us to keep accurate records of students' attendance.

Absence – Call the Grade School Office – Any student who is absent from school should have a parent or guardian call 586-2711 between 8:00 a.m. and 9:00 a.m. the morning of the absence, and state the reason for the absence. Public Act 84-178 requires public schools for grades Kindergarten through 8th grades to notify a parent or legal guardian of an absence by telephone within two hours after the first class in which the child is enrolled. It requires the parent or legal guardian to provide at least one, but not more than two telephone numbers to the school, and also requires the school to advise the parent or legal guardian of their responsibility to authorize any absence by their child and to notify the school in advance of such.

All students returning to school after being absent must present a written excuse signed by a parent or guardian to the office for grades 6-7-8 and to the teachers for grades K-5. Parents may be called and asked to bring the excuse if the student fails to bring it. The office will issue an admittance slip signed by the principal for grades 6, 7, and 8. Teachers will not admit students to class without this

admittance slip. These slips must be returned to the office by the end of the school day. If a student is absent from school due to illness, he or she cannot attend any grade or high school activities that evening. If a student misses five or more consecutive days of school due to illness, a doctor's note will be required for the absence to be considered excused. In addition, if a student is absent a total of five days or more in any given quarter, a doctor's note will be required for the absence to be considered excused.

Tardiness to class will be handled by the teacher of that class. If a student is tardy more than three times, he/she will be referred to the office. A student arriving after the 8:00 attendance bell will also be considered tardy. After 3 unexcused times of being tardy (late to school) a detention will be issued.

Truancy – If a student misses school without a valid reason, parents will be notified. Consequences may include, but are not limited to, work being made up but no grade assigned, after school detention, counseling, and/or depending upon frequency, contacting the local truant officer.

Assignment requests due to illness should be asked for only if the student will be absent for more than one day. These requests should be placed before 8:15 and will not be available for pick up until after 3:20 p.m. to allow the teachers (Junior High) to have time to gather the materials together for the student. If assignments are picked up by the parent/guardian, then the work should be made up by the next day in attendance.

EMERGENCY DAYS

Emergency early dismissal days and school cancellation days will be announced on the local radio station – WTAY-WTYE 101.7 and 1570 AM. Listen to the radio for information when the conditions are questionable. As always, PLEASE make sure your child is aware of the proper place he/she is to go or what he/she is to do in the event of an early dismissal due to unforeseen events. If your child is not sure, tell him/her to come to the office for help.

REPORT CARD AND MID-TERM REPORTS

Report cards are sent out at the end of each nine weeks as means of informing parents of the student's progress in school. These students will receive letter grades (A, B, C, D, F) in all subject areas. The grading scale is as follows:

100 = A+	89-88 = B+	79-78 = C+	69-68 = D+	
99-92 = A	87-82 = B	77-72 = C	67-62 = D	
91-90 = A-	81-80 = B-	71-70 = C-	61-60 = D-	59 and below = F

Progress reports are sent out at the middle of each quarter to those students who are doing unsatisfactory work, or who are not working to ability. Teachers are encouraged to send reports to all students.

However, parents should not wait for report cards to check on their son's or daughter's progress. They should check frequently with them and should feel free to visit the school at any time to confer with the teacher. A phone call to the office will help secure a time convenient to the teacher so as not to disrupt class work. Student's grades may be accessed by using teacherease.com. Parents who have a working email address may receive a login and password from the school office to check on their student's progress by using their computer, smartphone, or tablet.

RETENTION

The following criteria will be followed:

1. Reading level (below grade level)
2. Math (below grade level)
3. Language Arts (phonics, spelling, writing)
4. Science
5. Social Studies
6. Attendance
7. Emotional factors
8. Teacher's Evaluation

If a student is deficient in two or more of the above, the school will consider retention and if he/she is deficient in four or more areas, they will be retained.

If a student in the sixth, seventh, or eighth grade fails three or more subjects, he/she will be retained.

HONOR ROLL

In order to encourage and reward academic achievement, Palestine Grade School will compile and publish a listing of all students attaining a high scholarship record.

The following letter grades and their numerical equivalents are to be used:

A=12, A-=11, B+=10, B=9, B-=8, C+=7, C=6, C-=5, D+=4, D=3, D-=2, F=1

Averages for honor roll will be computed on the above numerical grade equivalents. For high honors a student must have an A- or 11 point average or higher. Students eligible for honors will have an average of at least 9.75 and less than 11. Students eligible for achievement honors will have an average of at least 9.00 and less than 9.75. Honor roll averages will be calculated on **core subjects only**. Students must have a passing grade in all courses to be on the honor roll.

LUNCH

A complete Type A lunch is provided for students. This consists of a combination of hot and cold foods prepared to meet one-half the minimum daily requirements as set forth under the National School Lunch Act. Students are urged – but not required – to eat a hot lunch. If desired, a sack lunch may be brought and eaten in the cafeteria. These students are allowed to purchase milk. Students will NOT be allowed to charge only for milk during breakfast and/or lunch. Table manners acceptable in any public cafeteria are to be exercised in the cafeteria. If your student brings his/her lunch, pack only foods that will not require refrigeration. Do not send any kind of carbonated beverages.

The number of lunch and breakfast charges will be set by the Board. After that amount is accumulated, students will only be allowed to have bread, peanut butter, and milk for lunch until all charges are paid. Free and reduced lunch forms are available all through the year if a family's income changes. Please discuss specific situations with the principal.

CAFETERIA RULES

Parents and guardians are asked to give a 1-day notice if you wish to eat school lunch with your children. A 3-day notice is appreciated if planning on joining us for a holiday meal.

Expectations during lunch should be the same as in a classroom; noise levels should remain at a minimum, be kind to each other, keep your hands to yourself, raise your hand if you need something,

and pick up after yourself. State law states that you may not share food with others during lunch, even if brought from home. Pick up everything you need as you go through the serving line.

PHYSICAL EDUCATION

The physical education program contributes to the total growth and development of the student through physical activities. Effort is made to give students the maximum amount of physical exercise the facilities permit. Grades shall be given in physical education as they are in other courses of study. Each student must meet certain requirements before he/she will be given credit for that portion of the program. Basis for a grade are: performance and improvement of skills and physical fitness; also amount of effort channeled in the direction of performance and improvement of skills; knowledge of rules, general performance strategy and competition; class welfare, health and safety practices. All P.E. classes in the 6th, 7th, and 8th grades will participate in the President's Physical Fitness Program in the spring for national award. **Students will not be allowed to participate in extracurricular events the evening that he or she fails to dress for P.E.**

INSURANCE

Accident insurance at a minimum cost is offered for any student who desires this coverage. All students participating in the interscholastic athletic program and/or cheerleading are required to carry school insurance or provide a written statement of other insurance coverage.

This plan of insurance is offered as a service. Neither the school, nor anyone connected with the school, will receive a profit from the fees paid. Accidents should be reported immediately to the nurse, so that an accident can be properly processed.

It is the duty of the student (or parent) to contact the school nurse, if an insurance form is desired. This should be done as soon as possible, since there is a deadline to meet to get the completed form in to the insurance company.

LOCKERS AND TEXTBOOKS

Sixth, seventh, and eighth grade students are furnished lockers and must assume full responsibility for their property. To protect their interest, students should use only the locker assigned to them and immediately upon finding lockers that are defective, report the same to the principal's office so that repairs can be made or a new locker assigned. Lockers should be kept neat and clean as periodic locker checks are called during the school year. Lockers are the property of the school and we have the right to search them without cause at any time. Locks will only be issued to students upon their request. Lost or defective locks will cost \$5.00 each. The school is not responsible for books, jewelry, or other items that are left lying in the gym or other areas that are not secured. Students are responsible for any personal item brought to school. Label all items with the child's name or identification purposes. The school cannot assume responsibility for lost or stolen personal items. Book bags are not allowed in the classrooms.

Parents requesting extra textbooks for home use will be required to pay an extra book rental fee.

TELEPHONE

The telephones in the school are business phones. Students will not be called to the telephone during the school day except in an emergency. Phone calls that are directly associated with the conducting of school business will be made on the school phone. Phone calls are not to be made by students unless it is an emergency or an absolute necessity.

Class and Club phone calls: Long distance calls made for classes or clubs will be charged to an individual and then the class or club will reimburse them.

SCHOOL NURSE

The nurse will be on duty as determined by the Board of Education. The nurse will be available for consultation on health problems, fill out insurance forms, etc. If excessive absences arise in any family and are attributed to illness, a home visit by the nurse may be made. She will be available at times by appointment through the grade school office. If the nurse is not available, the student should report to the principal's office.

When it is necessary for a student to take medication during the school day, a note from the doctor or parent must be turned in to the nurse. This note should indicate any special instructions that may be necessary.

Each student during the year will receive a vision and hearing test. At the beginning and end of the school year each student will be weighed and measured by the school nurse.

The nurse will check to see that all kindergarten, sixth grade, and all new students have their physical and dental examinations according to the state requirements for the school year. She will give the list to the principal of those not meeting this requirement.

CONTAGIOUS DISEASES

Any student who has a contagious disease, parasitic or other condition detrimental to the health, hygiene, or welfare of other students will be excluded from school until such time as school officials consider the condition free of contagion. Certain contagious diseases will require the exclusion of all family members from the school environment in accordance with the State Board of health guidelines. A medical doctor's written and signed notice of freedom from contagion will be necessary, but the school officials will be the deciding factor.

MEDICATION PROCEDURE

For the health and safety of the students the following procedure applies to all students:

1. All long term prescription medications must be accompanied with a written form from the child's physician stating the following:
 - a. Name of the child
 - b. Name of the medication
 - c. Condition of the child-reason for receiving medication
 - d. Dosage to be given
 - e. Time medication is to be given during the school hours
 - f. Duration of time the medication will be given
 - g. Signature of both physician and parent/guardian

Long term medication is medicine that will be given on a daily basis for a period of longer than ten school days. When a medication dosage or type is changed a new form must accompany the new long term medication. Phone calls or written notes from the parent/guardian will not be accepted unless stated on the original medication form by the physician. Forms for prescription medication will be provided at registration and throughout the school year at the parent/guardian request.

Prescription medication of short duration, i.e.: antihistamines, antibiotics, analgesics, etc. will be accepted if sent in its original container only. Short term prescription medication is any prescription medicine that will be given during school hours for a period of not more than ten consecutive school days. A written form from the physician need not accompany it. A simple note from the

parent/guardian with any special instructions, and the reason for the short term medication is expected.

It is the parent/guardian's responsibility to pick up all unused medication from the nurse's office at the end of the school year. Any medication not retrieved by the parent/guardian thirty days after the close of school will be destroyed.

SCHOOL HEALTH INFORMATION

With illness being a part of childhood, please follow these guidelines:

1. **Be reachable:** Make sure the school has all phone numbers in case of emergency or illness.
2. **Share health information:** If your child has a chronic condition, please make an appointment with the school nurse to discuss any problems, health history, and physician orders.
3. **Signs of sickness:** Your child should stay home if fever is present, 100.4 degrees or higher. Children should be fever free for 24 hours before returning to school.

STUDENTS-HEALTH EXAMINATIONS, IMMUNIZATIONS, AND SCHOOL PHYSICALS

The Illinois School Code requires physical exams of all students entering kindergarten, (or the first grade if they did not attend Kindergarten,) 6th and 9th grade, and all other students entering Palestine Grade School for the first time unless such students have been previously examined in accordance with this law prior to, or upon entrance into another public, private, or parochial school in Illinois, and can present evidence of such examination to the local school. T-dap immunization is required for students entering 6th and 9th grade. Additional health examinations of students may be required when deemed necessary by the school authorities. In addition to the physical examinations, every child, prior to or upon entering Kindergarten or first grade, and every student first entering any public, private, or parochial school in Illinois, shall be immunized against measles, rubella, tetanus, diphtheria, poliomyelitis, and pertussis. The Department of Public Health does require immunization or booster immunization against any one or more of these diseases for students entering the fifth and ninth grades. The examinations shall be made by persons licensed to practice in Illinois who are employed for that purpose by the parents or guardians of the children examined; licensed physicians for physical examinations; licensed dentists for dental examinations; and licensed physicians or licensed optometrists for vision examinations. Examinations are due either at the time of registration or the first day of school. New students entering the district must provide proof of having received the state-mandated physical or that student will be given a physical form and will be given a period of not more than four (4) weeks to complete the physical and return it to the school. Students will not be admitted to school until these requirements are met. All students who participate in interscholastic sports and cheerleading must have an annual sports physical. However, sports physicals do not replace a school state-mandated physical.

PEDICULOSIS (HEAD LICE) PROCEDURE

Periodic checks for head lice will be done on an as-needed basis for control and containment of active head lice. Any child showing evidence of nits (eggs) on the hair shaft or evidence of live lice on the scalp will have their parent/guardian notified and asked to promptly address the problem. Any child with a severe infestation of head lice will be discouraged from close contact with other children.

WITHDRAWAL-TRANSFERRAL PROCEDURE

Those students withdrawing from Palestine Grade School must report to the office to receive a clearance before they plan to transfer. Each teacher must be contacted, books returned, and fines paid before clearance can be given. After having completed this and returned to the office, a partial refund of the rental fee may be received if withdrawal occurs during the first two quarters.

VISITORS

Parents are welcome to visit the school during regular school hours; however, parents should not disturb the teachers and students by going to the classroom directly. All visitors and volunteers are required to report to the school office first and sign in. Visits should be pre-arranged with the teachers. We also ask that you drop off and pick up your children at the assigned exit or entrance doors and not at the classroom doors or hallways. This is to insure a smooth running and safe school.

All doors will be secured except for the main entrance on the east side of the building (Washington Street). All parents, visitors, etc. will need to enter through this entrance only.

Loitering and trespassing are in violation of School Board Regulations and Article 21-5 of the Illinois Revised Code. Violators are subject to fine and imprisonment.

SCHOOL CONDUCT POLICIES CODE OF CONDUCT

Good discipline creates conditions favorable for efficient learning. Its ultimate purpose is the creation of mature, responsible, and self-controlled individuals. The Board of Education and the administration have established policies and regulations to achieve this goal. The principal and the teachers are responsible for and have the authority to enforce rules and regulations in the school buildings.

SCHOOL CODE OF ILLINOIS, SECTION 24.24 MAINTENANCE OF DISCIPLINE

“Teachers and other certificated employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the students in absence of their parents or guardians.”

DRESS CODE

Proper dress and grooming are responsibility of the student and his/her parents. Parents are expected to encourage good taste in the clothing of their children. The way a student dresses reflects his/her attitude toward school and class work. Any type of dress or apparel which is disruptive or unhealthful will not be tolerated. See discipline point system on page 15. It is mandatory that shoes or sandals be worn for reasons of safety, sanitation, and health.

Since Palestine Grade School houses students in Grades Pre-K through 8th, it is important that older students dress in a manner that reflects good taste and is a positive influence on younger students. Therefore, apparel on which foul language or the reference of drugs, alcohol, sex or violence appears will not be allowed. It is expected that students dress neatly and refrain from wearing jewelry or body piercings (except earrings) that have a disruptive or negative influence on the learning environment,

and wearing articles of clothing that have rips, tears, cuts, holes, etc. (Halter tops, tube tops, tank tops, spaghetti straps, midriff blouses or shirts, see through or provocative clothes are not acceptable attire, nor sleeveless shirts for gentlemen.) No hats or hoods are allowed to be worn on your head.

If there is any question as to the appropriateness of the student's wearing apparel, the teacher may make a referral to the building principal.

ARRIVING AND LEAVING SCHOOL

Students are to come directly to the school grounds without loitering, congregating or trespassing. A student's behavior between home and school is to be such that discredit will not reflect against the student or the school, and he/she will not endanger his/her personal safety or the safety of others. Once the student has arrived at school, the student may not leave without proper consent.

All students are to enter the building immediately upon arrival from 7:30 to 8:00 a.m. Breakfast is available at 7:30 a.m. The gymnasium, and the cafeteria will be supervised beginning at 7:45 a.m. as student areas until students are released to their classes at 8:00 a.m. Student attendance is required by 8:00 a.m. Bus students are dismissed at 3:05 p.m., elementary at 3:10 p.m. and junior high at 3:15 p.m.

Students should promptly leave school unless engaged in a supervised activity. Parents should drop off and pick up their students on the east side of the building. Buses will drop off and pick up the students on the west side of the building each day.

LUNCH HOUR REGULATIONS

Students may not leave the school grounds during the lunch time UNLESS a parent/guardian signs the student out and signs the student in at the completion of the lunch time. This guideline is in compliance with the procedure in place when it is necessary for a student to leave the building at any other time throughout the school day.

DRUGS, ALCOHOL, SMOKING, AND WEAPONS

The Board of Education has a specific policy prohibiting the use of or possession of drugs, alcohol, or tobacco products on school property. Violators will be subject to suspension and/or expulsion from school.

Drugs – Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substance, look-alike drugs and drug paraphernalia shall be strictly prohibited by any student in school buildings, while on a bus or on school grounds while school is in session or while on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Alcohol – Using, possessing, distributing, purchasing, or selling alcoholic beverages shall be strictly prohibited. The possession of, use of, under the influence of, or distribution of alcoholic beverages shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Smoking or the Use of Tobacco Products – Using, possessing, distributing, purchasing, or selling of tobacco material shall be prohibited at any time by any student in school buildings or while on a school bus. There shall be no possession of, smoking of or use of tobacco products at any time by

any student in school buildings, while on a school bus, or on school grounds while school is in session, or while on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Weapons – Using, possessing, distributing, purchasing, or selling explosives firearms, knives, or any other object that can reasonably be considered or looks like a weapon shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Contraband – The following are considered contraband for school: matches, lighters, electronic signaling devices, vape, and ecigs, and any other item that is deemed unsafe or disruptive by the teacher, principal, and/or superintendent.

CARE OF SCHOOL PROPERTY

Much time, effort, and money are spent annually in maintaining building and grounds in a clean, sanitary, and orderly condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times. This applies to all school property which includes desks, chairs, floors, walls, windows, window blinds, lockers, textbooks, library materials, P.E. materials, and all other loaned or rented school property. The student will be penalized by loss of privileges, reimbursement, or physical labor for any damage done to school property.

INTERNET POLICY

The students of Palestine Grade School have the opportunity to a wealth of knowledge on the Internet. Students and parents/guardians must have on file with the grade school office a completed “Internet Consent Waiver Form” that has been read and signed by the student AND the parent/guardian. Failure to have this form on file will result in these Internet privileges being revoked.

ONLINE INTERNET SAFETY PLEDGE: I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules.

1. I will not give my name, address, telephone number, school, or my teachers’/parents’ names, addresses, or telephone numbers to anyone I meet on the Internet.
2. I will not give out my e-mail password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers/parents’ permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I “meet” online without first checking with my teachers/parents. If my teacher/parent agrees to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language.

9. I will practice safe computing, check for viruses whenever I borrow a flash drive from someone, download something from the Internet, or received an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

CELL PHONE POLICY/ELECTRONIC DEVICES

Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on social media. This can and will be considered cyberbullying. The use of social media or electronic communication inappropriately can cause a disruption to the learning environment which is a violation of school rules. This may result in disciplinary action. Personal electronic devices are not to be used during instructional time unless direct approval has been given by the teacher in charge. The use of electronic devices during school hours should always be limited to educational purposes. Music devices may be allowed as a reward by individual teachers and will be restricted to classroom areas under direct supervision of those teachers. If a teacher chooses to allow music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off, put away, or surrendered.

School personnel have the right to take any electronic device they feel is causing a distraction. Confiscated items will be returned to the student after the first offense. On the second offense, a parent or guardian must pick up the confiscated item for the student. A third offense will cause the student to be considered insubordinate and will result in a one day in-school suspension. Students who do not comply with cell phone policy will be required to leave their cell phones in the office when arriving at school and can retrieve them at the end of the school day. Students may use the phone in the office if necessary. The school is not responsible for any lost, damaged, or stolen electronic devices.

FIELD TRIP GUIDELINES

GUIDE FOR CONSIDERATION OF ELIGIBILITY FOR FIELD TRIPS

1. Student has discipline points
2. 10 separate detention offenses in a year (5 per semester – noon or after school) **or**
3. 2 in-school suspensions **or**
4. 1 out-of-school suspension **or**
5. Students must have completed work in all classes as determined by the teachers and guidelines of this handbook

CONDUCT AT ATHLETIC EVENTS

1. At all sports events, students are to put good sportsmanship first.
2. They are expected to cheer for the Pioneers, following the lead of the cheerleaders.
3. Never "Boo." Always accept the decisions of the officials even though you might not be in agreement with them.
4. Palestine students are to be good losers, as well as gracious winners.
5. Students are to remain seated during the game except for intermissions when the concession stand is open. Any student that leaves the building during the games **will not** be readmitted.
6. At **no** time – before, during, or after a game – is a Palestine student to be on the gym floor. Always exit along the sidelines. This applies to out of town games as well as home games.
7. Always observe school rules as to behavior. Appropriate attire is required at all school activities in the building.
8. Students are representatives of Palestine Grade School and actions establish the reputation of the school.

SCHOOL BUS SAFETY REGULATION

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

The misconduct point system will apply to school bus behavior also. Bus riding is a privilege. The administration may prevent students from riding the bus to and from school at any time. In the event that a student is disciplined three times during the school year while on the bus, or at any point for any single incident the administrator may remove the student from the bus for the remainder of the school year.

As a guide to students and to insure that desirable behavior is achieved, the following regulations are in force:

1. Riding Unit #3 buses is a privilege which can be lost if the privilege is abused.
2. When waiting in a school-loading zone for a school bus, students will form a single line. Students must walk toward a waiting bus without pushing people in line.
3. Students must board the bus in an orderly manner and go immediately to their assigned seats and sit.
4. Students will occupy at all times the seats assigned to them. They will be held responsible for any unnecessary or malicious damage which they inflict upon the bus.
5. Students will remain seated at all times when the bus is moving.
6. Students will keep arms, hands, and other parts of the body inside the bus—never through the windows.
7. Students must not throw unwanted items on the floor of the bus or out of the window. Students must help keep the bus clean, sanitary, and orderly at all times.
8. Students must keep books, packages, coats, and all other objects out of the aisles.
9. Classroom conduct must be observed while riding the bus. Ordinary conversation is permitted. Never shout or make loud noises that may distract the driver and endanger the students on the bus.
10. No horseplay or fighting on the bus.
11. Students must refrain from unnecessary conversation with the driver.
12. Students must report at once to the driver any damage to the bus.
13. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy.
14. Students must not stand in the traffic lanes while waiting for the bus.
15. When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. The students must await the proper signal and cross promptly.
16. The driver is in full charge of the students and the bus. His/her relationship with students will be the same level that expected of a teacher.
17. No animals will be permitted to be transported with school children.
18. No candy may be eaten and no soda may be allowed on the bus unless the driver gives permission.

RECESS AND CAFETERIA RULES

In order to maintain consistent discipline throughout the building it is important for teachers to be familiar with the rules used by the recess and cafeteria supervisors. Please instruct the students in these rules at the beginning of the year to help reinforce supervisors' efforts. Also follow these rules when doing playground duty in the morning or afternoon.

PLAYGROUND RULES:

1. There should be no biting, spitting, punching, kicking, unnecessary running or similar behavior.
2. Tell the supervisor on duty if the ball goes into the street; don not go get it without the permission of the supervisor.
3. Ask permission from the supervisor to leave the playground for any reason. The restroom should be used before going outside.
4. On cold days, students should take coats, gloves, hats, etc. before going to the cafeteria.
5. Students should line up promptly and orderly when the recess bell rings or the supervisors' blow the whistle.
6. No pencils, scissors, or other sharp objects should be taken out to the play areas.
7. No throwing of rock, dirt, mulch, or sticks.
8. On wet days, students should stay away from puddles.
9. Students should slide down and climb up the slide ladder in proper fashion.
10. Only one person on a swing at a time. There should be no linking of legs with the person on the next swing, no twisting of the swing, no standing on swings, no walking closely behind the swings, and no jumping out of the swings.
11. No standing, pushing, or jumping off of the playground equipment.
12. Jump ropes are for jumping only.
13. The type and number of balls allowed and type of play will be set by the playground supervisors at their discretion.
14. Jungle gyms are for climbing only.
15. No climbing on pipes or chains of the swings.

GYM RULES:

1. Gym shoes must be worn in the gym by all students who participate in activities.
2. No dodge ball unless everyone playing is under supervision and direction of the supervisors.
3. No climbing on the bleachers. Sit only if the bleachers are pulled out otherwise sit on the floor.
4. No sliding on the floor.
5. No drinks in the gym during the school day.
6. Students should ask permission to leave the area.

SEXUAL HARASSMENT

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal or superintendent. School Board Policy #7.20 states:

“Sexual harassment of students is prohibited. An employee, District agent or student engages in sexual harassment whenever he or she makes sexual advances, requests, sexual favors, and engages in other verbal or physical conduct of sexual or sex-based nature imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student’s educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment;
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.”

The terms “intimidating,” “hostile,” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

DISCIPLINE

STUDENT CONDUCT

Students, parents, and school personnel best achieve educational goals in an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many people work together, must have operational rules and regulations as guidelines that students, parents, and school personnel are expected to follow in regard to discipline and citizenship. The guidelines are based upon these beliefs:

1. That consistent discipline and classroom control are essential if effective teaching and learning are to occur.
2. That while public education is a right of youth, the right implies that students have the responsibility to obey the rules of the school district and the laws of the state.

RIGHTS AND RESPONSIBILITIES OF THE STUDENTS

RIGHTS

1. To be respected as unique individuals.
2. To expect equal and fair treatment from teacher and other school personnel.
3. To study in well planned and organized classrooms with professional teachers.
4. To be informed of the rules and regulations of the school.
5. To expect that their rights, feelings, and personal property will be respected.
6. To be able to request conferences with teachers, principal, counselors, and other certified school personnel, to discuss problems which affect school work

RESPONSIBILITIES

1. To conduct themselves in a manner that will reflect credit to themselves, their parents, and their school.
2. To accept responsibility for their behavior.
3. To make a sincere effort to do their work by being attentive and by having necessary materials.
4. To be regular in attendance and punctual in attending class.
5. To respect the rights, feelings, and property of others.
6. To respect the skills and authority of teachers and other members of the school staff.
7. To obey school rules, regulations, and school personnel.
8. To dress and groom themselves in a manner that is healthy, safe, and conducive to the educational program of the school.

DISCIPLINE PROCEDURES

Students are expected to conduct themselves in a manner as described under “Responsibilities of Students.” In the event that student misbehavior occurs, they will be given an opportunity to correct the unacceptable behavior. If the student fails to change the behavior, other corrective action will be used in an attempt to change the unacceptable behavior.

1. Each teacher is responsible for maintaining order and control within the classroom. Classroom rules and procedures will be posted and become the basis for classroom management. Each student is expected to follow all classroom and school rules.
2. Each teacher may utilize a variety of measures and procedures to insure acceptable classroom behavior.
3. When these measures and procedures have failed to correct the appropriate behavior, a teacher may remove a student from the classroom and send the student to the principal using a referral form listing all pertinent information.

CLASS CONDUCT

Students who receive three Disciplinary Referrals in the same class in a semester can be removed from the class. Students who are permanently removed from the class will receive a failing grade in that class for the semester and will not receive credit. Disciplinary Referrals made by bus drivers may result in the loss of bus riding privileges for the semester and/or year. Any further Disciplinary Referrals will result in further disciplinary action at the discretion of the Principal.

MISCONDUCT POINT SYSTEM

1. Detention Disciplinary Referral 1 point
2. Failure to serve a detention 3 points
3. Bicycle violations..... 1-5 pointsDetention (as needed) loss of privileges may result.
4. Pranks, horseplay, snow-balling or 1-5 pointsDetention (1-4) other minor misconduct
5. Inappropriate display of affection 1-5 pointsDetention (1-4)
6. Gum, candy, food, and drinks 1-5 pointsDetention (1-4) without permission
7. Tardy (10 minutes or less)..... 1 point3 unexcused tardies = 1 detention
8. Truancy—unexcused absence for each period absent and time made up after school.
9. Indecent or offensive language,..... 5-10 points.....Detention (1-4) and/or suspension gestures, literature, clothing, artwork, drawings, etc.
10. Disruption in a classroom, hallway, 5-10 points.....Detention (1-4) and/or suspension cafeteria, or any school property or at any school related event
11. Disrespect to **ANY** school personnel 5-15 points.....Detention (1-4) and/or suspension
12. Harassing, intimidating, threatening, 5-15 points.....Detention (1-4) and/or suspension or bullying other students
13. Insubordination (failure to follow the..... 5-15 points.....Detention (1-4) and/or suspension the directions of any school personnel)
14. Being in a group where tobacco, 10 pointsDetention (1-4) and/or suspension alcohol, drugs, or weapons are being used on school grounds or at school related events
15. Cheating or plagiarism..... 10-20 pointsDetention (1-4) and no credit for that work.
16. Forgery of notes, possession of 10-20 pointsPossible suspension (1-4 days) school forms, etc.
17. Fighting, biting, physical abuse,..... 5-20 points.....Possible suspension (1-4 days) assault or violence toward other students
18. Defacing, vandalizing, or destroying 5-25 points.....Detention (4) and/or suspension school or personal property (1-10 days). Restitution will be made.
19. Theft, extortion, or possession of school 5-25 points.....Detention (4) and/or suspension or personal property (1-10 days) and/or recommendation for expulsion. Restitution will be made

20. Verbal or physical threats towards **ANY** 15-30 pointsSuspension (1-10 days) school personnel.
21. Possession, use or sale of tobacco on 20 pointsSuspension (1-10 days) See Tobacco school property or at school related events section
22. Endangering the health and safety of 20-60 pointsSuspension (1-10 days) and/or Others through actions or words recommendation for expulsion
23. Possession or use of a weapon or 20-60 pointsSuspension (1-10 days) and/or look alike weapon recommendation for expulsion
24. Creating a false alarm or similar activity 30 pointsSuspension (1-10 days) and/or recommendation for expulsion
25. Possession, use or sale of alcohol, drugs, . 60 pointsSuspension (1-10 days) and/or or look alike on school property or at school related events recommendation for expulsion
26. Arson 60 pointsSuspension (1-10 days) and/or recommendation for expulsion
27. Other Misconduct,Points and penalties based upon the nature and seriousness of the incident as determined by the principal. Points will be maintained and updated by the principal or designee.

Accumulation of points will result in the following:

30 points = 1 day suspension

40 points = 3 days suspension

50 points = 5 days suspension

60 points = 7 days suspension

80 points = 10 days suspension and possible recommendation for expulsion

Students will be informed of this system at the beginning of the school year. As a student accumulates points they will be informed as to their total and resulting consequences. A letter will also be sent home to the parents informing them of their child's accumulation of points.

Students who receive discipline points will be able to erase those points with good behavior. Students receiving a suspension may be ineligible for field trips, dances, and class trips.

DEFINITION OF TERMS

DETENTION

Detention is considered keeping a student after school or during the noon hour for disciplinary reasons. Teachers and the principal may assign these. After school detentions may be from regular dismissal to 4:00 p.m. unless otherwise designated by the teacher and/or principal. Detentions will be served within three (3) school days of being assigned. Only chronic infractions will be under the Principal's supervision. Staff will cover all other detentions.

OUT-OF-SCHOOL SUSPENSION

Students can be suspended from school at any one time to a maximum of ten consecutive school days, for any one event. The student could possibly be suspended out-of-school again in the event another disciplinary situation happens. Students will be allowed to complete assignments for full credit. Those assignments are due upon the student's return to school. It is the student's responsibility to obtain assignments. Parents may choose to appeal the decision of an Out-of-School

Suspension to a hearing before the Board of Education or its appointed hearing officer. Parent of the student also have the right to have an attorney present and to call witnesses if needed.

STUDENT RESTRAINT

In the event that a student becomes uncontrollable or a threat to their self or others, staff members will use physical restraint as necessary.

EXPULSION

A student may be expelled from school only when all other disciplinary measures have been deemed unsuccessful and/or if the student becomes a threat or danger to the school. School Board policy on expulsion will be referred to in all cases. Parents may choose to appeal the Expulsion to a hearing before the Board of Education or its appointed hearing officer. Parents or students also have the right to have an attorney present and to call witnesses if needed.

EXTRACURRICULAR EVENTS

All school fees must be paid before participation in any extracurricular opportunity will be allowed.

ATHLETICS/ATHLETIC CODE

The Sports Program offered at Palestine Grade School includes Baseball, Basketball, Volleyball, and Track. It is designed so that fifth, sixth, seventh, and eighth grade girls and boys interested may participate in those sports.

Extracurricular activities such as sports are a privilege and not a right. Students may be denied participation from extracurricular activities. Chronic absences after ball games will be dealt with at the discretion of the administration.

CLASSROOM REQUIREMENTS FOR PARTICIPATION (ELIGIBILITY)

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass, no play policy), as well as all of the IESA standards regarding eligibility. Eligibility will be checked on a weekly basis every Friday, by the Athletic Director, or the Principal. The grade being checked will be accumulative performance from the beginning of the semester. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. If eligibility falls at the close of a quarter, that student will be ineligible for two (2) weeks following. The head coach/sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible before that player is dismissed from the team; however, that number will not be less than four (4) weeks.

Refer to pages 39-43 of Palestine High School Handbook

ATHLETICS AND HEALTH CARE

Coaches have the authority to exclude an athlete from participation if a skin lesion and/or draining wound is present. The athlete will not be reinstated until a healthcare provider has cleared the athlete. It is the coach's responsibility to remain alert to skin problems of their athletes.

PARENTAL RESPONSIBILITIES

Good conduct in school originates in the home. It is the obligation of the parent, by teaching and by his/her example, to develop in their child a proper attitude of respect for the school, the teachers, the principal, and for the students. To help the child develop good behavior habits, the parent should:

1. Instill respect for authority, for the rights of adults and of other children, and for private and public property.
2. Know your child's friends.
3. Know where he/she is when he/she is away from home.
4. Teach him/her to obey the teacher and other persons with authority.
5. Support the action of the teacher or principal in talking with him/her about a problem; confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
6. Please follow the chain of command in concerns with your child. It is as follows: Teacher, Principal, Superintendent, and then School Board.
7. Come to school and confer with the counselor and the teachers.
8. Confer personally with a teacher or principal when requested.
9. Insist that he/she be prompt and regular in school attendance.
10. Carry out the recommendations made by the school in his/her best interests.
11. Talk with him/her about school activities; take an active interest in his/her progress in school and in his/her report card.
12. Safeguard the physical and mental health; take him/her for periodic health examinations.
13. Insure adequate rest each night.
14. Arrange for a time and place for doing homework assignments and supervise him/her in completing them.
15. Encourage him/her to participate in wholesome activities in the school and in the community.
16. Understand and comply with the rules of the school concerning student conduct.

PARENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records with 45 days of the day the district receives a request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT:

- A. For the purpose of this act, the consent of a parent to the sale or purchase of information concerning a child is required.
- B. This act does not apply to any of the following:
 1. Any federal, state, or local government agency or any law enforcement agency.
 2. The National Center for Missing and Exploited Children.
 3. Any educational institution.

STUDENT RIGHTS

1. Each student has the right to freedom of speech within reasonable limits. However, no student has the right in such a way as to interfere with another student's rights to an education.
2. Students shall have the right to form organizations of common interest, provided the organization shall be useful and effective. Reasonable requirements for joining will be acceptable so long as they do not tend to be discriminatory.
3. Students with due regard to maturity and experience, should be permitted to communicate their ideas on the development of school policies to the Board of Education through proper channels.
4. All students have the right to fair treatment, and to explain their actions. If punishment becomes necessary, it should be keeping with the seriousness of the offense and the previous behavior of the student.
5. The protection given by these rights does not mean that students have the right to engage in such actions that would be disruptive to the education process or would interfere with the rights of others.

NOTIFICATION OF RIGHTS AND PROCEDURES

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10 and the Protection of Pupil rights, 20, U.S.C. 123h.

1. The Superintendent or designee shall notify student's parents/guardians of this policy as well as its availability upon request from the general administration office.
2. The option for their child or ward to refuse to participation in activities provided in this policy.
3. The appropriate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. The right to request access to any surveys or other material described in this policy.

SEX EQUITY

No student shall be refused admission into or be excluded from any course of instruction offered in the common schools by reason of that person's sex, be denied equal access to physical education and interscholastic athletic programs or comparable programs supported from school district funds. Anyone who has a complaint should refer his/her complaint to the building principal.

PEST MANAGEMENT

Palestine C.U.S.D. #3 has a pest control plan in effect and the building is treated with pesticides on a monthly basis when students are not in the building. Those who wish to receive a written notice prior to the application of pesticides in the building need to notify the Unit Office and be put on the registry.

ASBESTOS

Illinois law requires schools to identify any asbestos in the building and to manage it. Palestine C.U.S.D. #3 is in full compliance with Illinois law.

STUDENT RECORDS

Both federal law and Illinois law go into much detail on the rights and responsibilities of students, parents, and school officials. Following is a summary of the major provisions:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of releases of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, tests scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record, and disciplinary information. The temporary record is reviewed every four years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. However, no parent or student may be denied a copy of school student records because of an inability to pay such costs.
 - b. Challenge the contents of the records, except grades, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed in the attendance center in which the student is enrolled will be scheduled.
 - c. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without subpoena or in connection with an emergency where the records are needed by the law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of release of records because of court order or subpoena. All other releases of information require the informed, written consent of the parent or eligible student.
5. The following is designated as public information and shall be released to the general public, unless the parent(s) request that any or all such information not be released: Student=s name and address, grade level, birth date and place, parent=s name and address, information on participation in school sponsored activities and athletics, the student=s major field of study and period of attendance in the school.
6. No person or agency having access to the temporary record through the provisions of the Illinois School Student Records Act may force a parent or student to release from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Parents must be notified annually of their rights under law, as well as applicable district policies and procedures. Copies of the laws, rules and regulations and local policies on student records are available from the records custodian of each school and the superintendent of the district.

SUPPORT SERVICES

Speech and Language Therapist: Children in Kindergarten, those new to the district, and those referred by a multidisciplinary conference, are screened to determine their need for speech therapy. Any child who is eligible will receive speech therapy from a qualified therapist.

Learning Disabilities Teacher: The learning disabilities (L.D.) teacher provides specialized instructional services to children with minor learning problems. These services are made available for children with normal or above normal intelligence whose lack of academic progress warrants assistance. After referral for an evaluation is made, a multidisciplinary conference with the parents is arranged to review the problem and to enlist parental help and assistance. With parental permission, tests are administered by the school psychologist, and based on the results of the tests, and the determination of the multidisciplinary team, the child may be declared eligible for L.D. services. The test results are reviewed with the parents. If the child is eligible, parental permission is required before L.D. services can begin.

Special Education: Children whose learning problems require a more intensive instructional program are provided with the services of S.E.S.E. (South Eastern Special Education), a cooperative of area school districts. S.E.S.E. provides specialized classrooms and services for all eligible C.U.S.D. #3 students. Specialized services include classrooms for the visually, hearing, mentally impaired, multiply impaired, or emotionally disturbed. A referral to S.E.S.E. is made by the parent or the school. No child is ever placed in a local education support service or S.E.S.E. instructional program without parental knowledge and permission.

Homebound/Hospital Instruction: Homebound or in hospital instruction is available for children who, because of illness or disability, will be absent from school for more than two consecutive weeks. As soon as the doctor anticipates a two-week absence for the child, parents should contact the school office. A medical certificate signed by the child's physician is required to verify eligibility for homebound or in-hospital instruction. The instruction will begin immediately upon request of verified eligibility. An adult must be present when such instruction takes place.

Preschool Screening: Registration for the free annual screening for all C.U.S.D. #3 preschoolers, three years and older, is held in early spring at the grade school. The screening includes:

Vision and Hearing: The screening is administered in conjunction with the C.U.S.D. #3's school nurse. When follow-up is indicated, children are re-screened and/or appropriate referrals are made to doctors.

Brigance Preschool Test: This portion of the screening examines the areas of concept, speech and language, and gross and fine motor movement.

Speech /Language Screening: A speech and language test is administered by the speech pathologist to detect any concerns in this area.

Title I Programs: Title I Reading programs are offered to the primary grades. Reading Improvement is a Title program that is offered to 3rd through 5th grades.